

## SECRETARY OF STATE

### GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY01 Adjusted Base	FY02 Recommended	% Change Over FY01	FY03 Recommended	% Change Over FY02
PR-O	643,900	699,900	8.7	700,300	0.1
PR-S	4,000	4,000	0.0	4,000	0.0
<b>TOTAL</b>	<b>647,900</b>	<b>703,900</b>	<b>8.6</b>	<b>704,300</b>	<b>0.1</b>

### FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY01 Adjusted Base	FY02 Recommended	FTE Change From FY01	FY03 Recommended	FTE Change From FY02
PR-O	8.50	8.50	0.00	8.50	0.00
<b>TOTAL</b>	<b>8.50</b>	<b>8.50</b>	<b>0.00</b>	<b>8.50</b>	<b>0.00</b>

### AGENCY DESCRIPTION

The office is headed by an elected, constitutional officer. Wisconsin's Constitution requires the secretary of state to maintain the official acts of the Legislature and Governor, and to keep the Great Seal of the State of Wisconsin and affix it to all official acts of the Governor. In addition, the secretary of state administers program responsibilities set forth in over 100 sections of the Wisconsin Statutes, including issuing notary public commissions; issuing notary authentications and apostilles; recording annexations and charter ordinances of municipalities; registering trade names and trademarks; publishing legislative acts; recording official acts of the Legislature and the Governor; and filing oaths of office and deeds for state lands and buildings. All of these services are critical to many in Wisconsin's business, legal and real estate communities, as well as to other members of the public both in and outside of the State of Wisconsin.

### MISSION

The mission of the office is to continue providing the services expected by the people in an efficient and professional manner.

### PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES

#### **Program 1: Managing and Operating Program Responsibilities**

Goal: Register trademarks/trade names within the State of Wisconsin and issue renewal notices in a timely, efficient and professional manner.

Objective/Activity: Make available the necessary forms and information via mail, Web site, facsimile and in person to all wanting to register or renew a trademark/trade name within the State of Wisconsin. In addition, maintain comprehensive files of all current registered trademarks/trade names in order to provide information to the public as requested.

Goal: Issue four-year and permanent notary public commissions and renewal notices in a timely, efficient and professional manner.

Objective/Activity: Make available the necessary forms and information via mail, Web site, facsimile and in person to all interested in being issued a notary public commission whether four-year, permanent or four-year renewal. Maintain comprehensive file of all current notary publics for authentication purposes.

Goal: Affix proper authentication of notary public and other public official signatures/seals to any and all documents needing such service in a timely, efficient and professional manner.

Objective/Activity: Maintain comprehensive file of all current notaries public, their signatures and their seals in order to affix authentications and/or apostilles on documents submitted to this office. Remain current on standards and guidelines for providing this service as set by the Hague Convention and individual countries.

### PERFORMANCE MEASURES

Prog. No.	Performance Measure	Actual 2000	Goal 2001	Goal 2002	Goal 2003
1.	Trademarks/trade names registered.	2,370	2,394	2,418	2,442
1.	Notary public commissions issued.	18,515	18,700	18,887	19,076
1.	Authentications/apostilles affixed.	16,132	16,293	16,456	16,621

## SECRETARY OF STATE

### GOVERNOR'S BUDGET RECOMMENDATIONS

#### RECOMMENDATIONS

1. Extension of Project Position
2. SASI Initiative
3. Increase Office Staff FTE Positions
4. Standard Budget Adjustments

#### ITEMS NOT APPROVED

5. Router/BadgerNet Cost

**Table 1**  
**Department Budget Summary by Funding Source (in thousands of dollars)**

	ACTUAL FY00	ADJUSTED BASE FY01	AGENCY REQUEST FY02	AGENCY REQUEST FY03	GOVERNOR'S RECOMMENDATION FY02	GOVERNOR'S RECOMMENDATION FY03
PROGRAM REVENUE (2)	\$579.5	\$647.9	\$704.6	\$708.5	\$703.9	\$704.3
State Operations	579.5	647.9	704.6	708.5	703.9	704.3
TOTALS-ANNUAL	579.5	647.9	704.6	708.5	703.9	704.3
State Operations	579.5	647.9	704.6	708.5	703.9	704.3

(2) Includes Program Revenue-Service and Program Revenue-Other

**Table 2**  
**Department Position Summary by Funding Source (in FTE positions) (4)**

	ADJUSTED BASE FY01	AGENCY REQUEST FY02	AGENCY REQUEST FY03	GOVERNOR'S RECOMMENDATION FY02	GOVERNOR'S RECOMMENDATION FY03
PROGRAM REVENUE (2)	8.50	9.25	9.25	8.50	8.50
TOTALS-ANNUAL	8.50	9.25	9.25	8.50	8.50

(2) Includes Program Revenue-Service and Program Revenue-Other

(4) All positions are State Operations unless otherwise specified

**Table 3**  
**Department Budget Summary by Program (in thousands of dollars)**

	ACTUAL FY00	ADJUSTED BASE FY01	AGENCY REQUEST FY02	AGENCY REQUEST FY03	GOVERNOR'S RECOMMENDATION FY02	GOVERNOR'S RECOMMENDATION FY03
1. Managing and operating program responsibilities	\$579.5	\$647.9	\$704.6	\$708.5	\$703.9	\$704.3
TOTALS	579.5	647.9	704.6	708.5	703.9	704.3

**Table 4**  
**Department Position Summary by Program (in FTE positions) (4)**

	ADJUSTED BASE FY01	AGENCY REQUEST FY02	AGENCY REQUEST FY03	GOVERNOR'S RECOMMENDATION FY02	GOVERNOR'S RECOMMENDATION FY03
1. Managing and operating program responsibilities	8.50	9.25	9.25	8.50	8.50
TOTALS	8.50	9.25	9.25	8.50	8.50

(4) All positions are State Operations unless otherwise specified

**1. Extension of Project Position**

Source of Funds	Agency Request				Governor's Recommendation			
	FY02		FY03		FY02		FY03	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	32,300	1.00	32,300	1.00	32,300	1.00	32,300	1.00
TOTAL	32,300	1.00	32,300	1.00	32,300	1.00	32,300	1.00

The Governor recommends extending a 1.0 FTE project position and ancillary funding to continue the document preservation project. The current project position will otherwise end on June 30, 2001. This extension will allow the project to continue through the 2001-03 biennium.

**2. SASI Initiative**

Source of Funds	Agency Request				Governor's Recommendation			
	FY02		FY03		FY02		FY03	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	0	0.00	0	0.00	13,500	0.00	13,500	0.00
TOTAL	0	0.00	0	0.00	13,500	0.00	13,500	0.00

The Governor recommends the indicated funding for basic desktop information technology support as part of a Small Agency Support Infrastructure (SASI) program. This initiative is described under Department of Administration, Item #5.

**3. Increase Office Staff FTE Positions**

Source of Funds	Agency Request				Governor's Recommendation			
	FY02		FY03		FY02		FY03	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	16,500	0.75	20,000	0.75	8,500	0.00	8,500	0.00
TOTAL	16,500	0.75	20,000	0.75	8,500	0.00	8,500	0.00

The Governor recommends increased LTE funding to allow the agency to address work load spikes and work load variation due to vacation or illness-related absences.

#### 4. Standard Budget Adjustments

Source of Funds	Agency Request				Governor's Recommendation			
	FY02		FY03		FY02		FY03	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	1,700	-1.00	2,100	-1.00	1,700	-1.00	2,100	-1.00
TOTAL	1,700	-1.00	2,100	-1.00	1,700	-1.00	2,100	-1.00

The Governor recommends adjustments to the agency's base budget for: (a) removal of noncontinuing elements from the base (-\$30,000 and -1.0 FTE in each year); (b) full funding of continuing position salaries and fringe benefits (\$12,100 in each year); (c) reclassifications (\$12,100 in FY02 and \$12,500 in FY03); (d) BadgerNet increases (\$700 in each year); (e) overtime (\$4,500 in each year); and (f) fifth week of vacation as cash (\$2,300 in each year).

#### ITEMS NOT APPROVED

The following requests are not included in the Governor's budget recommendations for the Secretary of State.

Decision Item	Source of Funds	FY02		FY03	
		Dollars	Positions	Dollars	Positions
5. Router/BadgerNet Cost	PR-O	6,200	0.00	6,200	0.00
TOTAL OF ITEMS NOT APPROVED	PR-O	6,200	0.00	6,200	0.00